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7 JUL 1967

DDS&T-2654-67

MEMORANDUM FOR: Director of Planning, Programming and Budgeting

SUBJECT : Operating Budget FY-1968;
Office Estimates FY-1969

REFERENCES : A. Memorandum from Chief, Budget Division, same subject, dated 5 May 1967

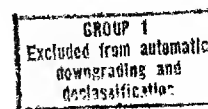
B. Report of Special Committee on Security Principles Applicable to Automatic Data Processing dated 24 March 1967

C. Memorandum from Deputy Director for Science and Technology to Director of Logistics, DDS&T-2568-67, dated 23 June 1967

1. Forwarded herewith as requested in Reference A are five copies of the Part I Phase of the Operating Budget FY-1968 and Office Estimates FY-1969 for the Offices of the Directorate.

2. The personnel ceiling level established in the FY-1968 Congressional Budget for the Directorate is insufficient to staff certain Offices to adequately carry out their priority functions. Additional personnel ceiling authority is required as follows:

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professional positions to clerical and continue current program levels. Project scientists at the SPS, GS-15 and GS-14 levels are actually typing some reports on their own because of the backlog of secretarial work in this Division. Three more secretaries are required for the Analysis Division.

b. During the past year, a Branch Library was placed in operation to provide technical reference support to the ORD scientists and engineers. We were fortunate to obtain the services of a skilled research librarian for this GS-11 position. The research work that she has been able to accomplish has been excellent, but the time spent in this field is 30 per cent of her on-duty time. The remainder of her effort, which includes considerable overtime without compensation is spent on library maintenance activities, such as, processing 175 loan and purchase requests per month, typing and filing catalog cards, and reproducing materials from periodicals and loaned publications. This is inefficient use of a badly needed skill. A clerk-typist is needed to support this activity.

c. During FY-1967 the size and scope of the ORD operation warranted adding a full-time Security Officer and a training and general administrative support officer to the ORD staff. The Directorate has provided the necessary ceiling to accommodate the security officer and the support officer. We have not been able to provide additional ceiling for clerical areas which has had to be divided between two unrelated Divisions. Other priorities and workload have minimized the effectiveness of this support, inhibited the proper maintenance of records, and generally resulted in inadequate services in these areas. A secretary is required for support here.




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5/ It should also be noted that if the recommendations outlined in Reference C (attached) are approved, the Directorate will require an increase of  positions and adequate space to accommodate this increase in personnel. 25X1A

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CARL E. DUCKETT
Deputy Director
for
Science and Technology

2 Attachments:

1. Rpt of Spec Comm on
Scty Principles dtd
24 Mar 67 (Ref B)
2. DDS&T-2568-67 dtd
23 Jun 67 (Ref C)

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